

July 7, 2014

«motherfirstname» «motherlastname»
«address1»
«address2»
«city», «state» «zip»

Dear Ms. «motherlastname»:

We are writing to you regarding your participation in the Birth Defects Study To Evaluate Pregnancy exposureS or BD-STEPS. We want to thank you again for completing the telephone interview. The information you provided will help us learn more about the causes of birth defects.

Our records show that we have not yet received your (and your family's) saliva samples. If you have recently sent your samples, please disregard this letter. However, if you have not yet returned your samples and you still want to participate in this part of the study, we would like you to complete the saliva collection within 14 days of receiving this letter.

If you have questions about the saliva collection kit or would like us to “walk through it” with you, please call <TBD local contact information>, toll-free, at 1-888-743-7324, or Ms. Kimberly Newsome at 404-498-4315. Thank you.

Sincerely,

<Insert Local PI Name and Contact>